

## Instructions for Completing the Rebate 20332b Repower Application Form

These instructions are designed to help applicants complete and submit grant applications to the Texas Commission on Environmental Quality (TCEQ) under the Rebate Grants Program. Upon submission, all proposals become the property of the state of Texas and as such become subject to public disclosure under the Texas Public Information Act (PIA), Texas Government Code, Chapter 552.

### 1.0 GETTING STARTED

To get started with the application, download the following application documents and tools from the TERP website at [www.terpgrants.org](http://www.terpgrants.org):

- Rebate Request for Grant Applications (RFGA)
- TCEQ-20332b Repower Project Application
- Supplemental Form 1 - Hurricane Harvey Exception (if applicable)
- Maximum Rebate Grant Tables for On-Road Heavy-Duty Vehicles or Non-Road Equipment



**TIP:** The application forms are available in both PDF and Excel. The Excel forms allow you to fill out the forms electronically. Each of the forms are on an individual Excel worksheet within a workbook. Use the tabs located at the bottom of the workbook to access each form.

### 2.0 APPLICATION SUBMISSION GUIDELINES

- Only one activity may be submitted per grant application. An activity is the individual repower of a vehicle or piece equipment.  
*For example, if you are applying to repower two dump trucks, you will need to submit two separate application packets.*
- An individual or entity may receive no more than ten rebate grants for different activities during this application period.
- The contents of application forms should never be altered.
- Applications must have wet ink (original) signatures where required to avoid being ineligible for a grant.
- Photocopies, faxes, scanned copies, or other copies of forms without original signatures will not be accepted.

### 3.0 HOW TO APPLY

1. Review the eligibility requirements outlined in the RFGA.
2. Determine your maximum eligible grant amount using the instructions provided in Appendix A of the RFGA and the Maximum Rebate Grant Amount Tables.
3. Gather information for the new replacement (repower) engine that will be installed in the vehicle/equipment. The application requires that you have a primary price quote or bid for the repower. Information provided on the quote or bid, must match the financial data listed on Form 9 of the TCEQ -20332b Repower Application.

## Instructions for Completing the Rebate 20332b Repower Application Form

4. Complete the TCEQ-20332b Repower Project Application using the instructions outlined in Section 3.1 below.
5. Print two copies of the completed TCEQ-20332b Repower Project Application.



**TIP:** In order to print all the pages located in the excel workbook, please follow these directions: (1) Click on “File” (2) Click on “Print” (3) Under the “Print “Settings” section, select “Entire Workbook”.

6. Sign, or have the Authorized Official sign, each copy of the TCEQ-20332b Repower Project Application where indicated. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.
7. Assemble two sets of the required application attachments using the checklist provided at the end of the TCEQ-20332b Repower Project Application.
8. Take the vehicle/equipment being repowered to be inspected by a mechanic qualified to access the condition of the vehicle/equipment. The mechanic who completes the inspection must complete and sign Form 12 of the TCEQ-20332b Repower Project Application. By signing Form 12, the mechanic is certifying that vehicle/equipment is able to perform the functions normally expected for this type of vehicle/equipment and could be expected to operate for the designated activity life in the application
9. Submit two signed copies of the TCEQ-20332b Repower Project Application and two sets of required attachments by the application deadline:

**Regular Mail:**

Texas Commission on Environmental Quality  
Air Quality Division  
Implementation Grants Section (Rebate), MC-204  
P.O. Box 13087  
Austin, TX 78711-3087

**Express Mail or Hand Delivery:**

Texas Commission on Environmental Quality  
Air Quality Division  
Implementation Grants Section (Rebate), MC-204  
12100 Park 35 Circle  
Austin, TX 78753



**TIP:** Save your staples, clips, folders, and binders. Use a paperclip to secure each copy of the application packet.

## Instructions for Completing the Rebate 20332b Repower Application Form

### 3.1 HOW TO COMPLETE AN APPLICATION

#### Form 1 – Signature Page

- **Section 1 – Applicant Legal Name.** Enter the name of the individual or entity applying for the grant. If awarded a grant, the contract will be an agreement between the Applicant/Company and the TCEQ.



**TIP:** Enter the legal name that, if awarded a grant, will be listed on the grant-funded vehicle/equipment title or finance agreement.

- **Section 2 – Primary Area for the Project.** Check the box next to the area where you plan to operate the new equipment the largest percentage of time. Check only one area.
- **Section 3 – Are you requesting a Hurricane Harvey Exception?** The TCEQ is providing an exception to the requirement that a vehicle/equipment to be repowered is being used in its primary function in the routine operations of the applicant as a result of the vehicle being damaged or destroyed by Hurricane Harvey. Applicants applying under a Hurricane Harvey exception should review Appendix D, and complete Supplemental Form 1: Hurricane Harvey Exception in addition to the project application forms.
  - Check “Yes” if you are applying for a Hurricane Harvey exception.
  - Check “No” if you are not applying for a Hurricane Harvey exception.
- **Section 4 – Authorized Official.** The Authorized Official is the applicant or an employee of the applicant authorized to apply for the grant.



Enter the name and title of the Authorized Official. Once the application has been printed, the Authorized Official must provide a wet ink signature.

#### Form 2 – Third-Party Preparer Signature Page.

- **Section 1 – Was this application prepared by a third-party?** A Third-Party Preparer is any consultant, dealer, or person not related to or currently employed by the applicant, who is assisting the applicant in the completion and submission of an application.
  - Check “Yes” if a third-party is preparing the application, and continue to Section 2.
  - Check “No” if you are preparing your own application, and continue to Form 3: Contact Information
- **Section 2 – Third-Party Certification.** By providing a signature, the Third-Party Preparer certifies that the information provided in the application is true and correct.



The Third-Party Preparer must enter their printed name, title, company name, address, phone number, e-mail address, and date of signature. Once the application has been printed, the third-party must provide a wet ink signature.

## Instructions for Completing the Rebate 20332b Repower Application Form

### **Form 3 – Contact Information**

- **Section 1 – Authorized Official.** The Authorized Official is the applicant or an employee of the applicant who has legal authority to sign on behalf of the entity.

A. **Name and Title.** Enter the name and title of the Authorized Official. The name and title entered should match the information listed for the Authorized Official on Form 1: Signature Page.

B. **Mailing Address.** Enter the Authorized Official's address for the delivery of USPS mail.



**TIP:** Check the box if the physical address is the same as the mailing address, and move on to Section 2.

C. **Physical Address.** Enter the Authorized Official's address for the delivery of overnight mail or packages. The physical address cannot be a P.O. Box.

D. **Contact Information.** Enter a primary and secondary phone number for the Authorized Official. The primary phone number should be the number at which the Authorized Official is most likely to be reached. Enter a valid email address that is checked regularly by the Authorized Official.

- **Section 2 – Designated Project Representative.** The Designated Project Representative is the applicant or an employee of the applicant who will serve as the point of contact for this application. The Designated Project Representative should be able to answer questions related to the information listed in this application. This person may not be a consultant, dealer, or subcontractor.



**TIP:** Check the box if the Authorized Official is the same as the Designated Project Representative, and move on to Section 3.

A. **Name and Title.** Enter the Designated Project Representative's name and title.

B. **Mailing Address.** Enter the Designated Project Representative's address for the delivery of USPS mail.

C. **Physical Address.** Enter the Designated Project Representative's address for the delivery of overnight mail or packages. The physical address cannot be a P.O. Box.

D. **Contact Information.** Enter a primary and secondary phone number for the Designated Project Representative. The primary phone number should be the number at which the Designated Project Representative is most likely to be reached. Enter a valid email address that is checked regularly by the Designated Project Representative.

## Instructions for Completing the Rebate 20332b Repower Application Form

- **Section 3 – Location for Records Access.** The location for records access is the physical address where the vehicle/equipment records will be kept. Enter the physical address where the records will be kept.

### **Form 4 – Program Specific Certifications**

Read the entire form. By signing the form, the Authorized Official indicates its understanding of and agreement to adhere to the identified program-specific requirements.



Once the application has been printed, the Authorized Official must provide a wet ink signature.

### **Form 5 – General Certifications (2 pages).**

Read the entire form. By signing the application, the applicant confirms that it understands and agrees to the General Certifications.

### **Form 6 – Payee Information**



**TIP:** Having trouble finding the information requested on Form 6-Payee Information? Visit the Texas Comptroller of Public Accounts website to use their taxable entity search tool: <https://mycpa.cpa.state.tx.us/coa/>. Better yet, call us!

- **Section 1 – Applicant Legal Name.** Enter the Applicant Legal Name. The name entered should match the Applicant Legal Name listed on Form 1: Signature Page.
- **Section 2 – Payee Identification Number (PIN).**
  - If you are applying as an “individual” or a “sole owner” that has not been assigned a unique number from the Texas Secretary of State’s Office, enter your Social Security Number (SSN) in **Section 2A**. Once entered, move on to Section 4.
  - If you are applying as a company or other entity, enter your Federal Employer’s Identification (FEI) Number in **Section 2B**. Once entered, move on to Section 3.
- **Section 3 – Texas Taxpayer Number.** Enter your Texas Taxpayer Number if you are currently reporting any Texas tax to the Comptroller's Office other than unemployment.
- **Section 4 – Ownership Codes.** Identify the ownership structure of your business by checking the appropriate box.
  - **I - Individual.** An individual is anyone not owning a business.
  - **S - Sole Owner.** A Sole Owner is a person or single member operating as a business.  
If checked, enter the name and SSN of the sole owner.
  - **P - Partnership.** A partnership is a legal relationship that exists between two or more persons or other legal entities contractually associated as a business.  
If checked, enter the name and SSN/FEI of each partner.

## Instructions for Completing the Rebate 20332b Repower Application Form

- **L - Limited Partnership.** A Texas limited partnership is a partnership formed by two or more persons and having one or more general partners and one or more limited partners.

If checked, enter the Texas File Number for the Limited partnership.

- **T - Texas or Limited Liability Corporation.** A Texas Corporation or Limited Liability Corporation registered with the Texas Secretary of State, profit or non-profit.

If checked, enter the Texas File Number for the Texas or Limited Liability Corporation.

- **A - Professional Association.** An entity registered with the Texas Secretary of State, such as medical doctors and professional organizations.

If checked, enter the Texas File Number for the Professional Association.

- **C - Professional Corporation.** An entity registered with the Texas Secretary of State. If you are applying as a Professional Corporation, check the box next to Professional Association with an "X" and list your file or charter number in the space provided.

If checked, enter the Texas File Number for the Professional Corporation.

- **O - Out-of-State Corporation.** An Out-of-State Corporation is a corporation legally chartered by a governmental entity outside the state of Texas, with the right to transact business in the state of Texas.

- **G - Governmental Entity.** A Governmental Entity is any legal government agency not created by the Texas Legislature, such as county and city governments and federal agencies.

- **U - State Agency/University.** A State Agency/University is any Texas state agency or institution of higher education created by the Texas Legislature.

- **Section 5 – Describe Applicant’s Primary Business Type.** Enter a description of your vocation as it relates to the equipment being repowered.

*For example, if you own a dump truck that is used primarily to haul sand and gravel, an appropriate description would be “gravel hauling.”*

- **Section 6 – Are You a Small Business?** A small business is defined as an applicant who owns and operates no more than five vehicles or pieces of equipment; one of which is an on-road diesel heavy-duty vehicle or a non-road diesel-powered piece of equipment that has been owned for at least two years. The small business designation is for internal tracking purposes only.

- Check “Yes” if you meet the definition of a small business.
- Check “No” if you do not meet the definition of a small business.

### **Form 7 – Eligibility Certification**

All individuals or business entities, including sole owners, must complete this form regardless of whether child support obligations apply to the grant applicant.

## Instructions for Completing the Rebate 20332b Repower Application Form

➤ Check the box that applies:

- Check **box 1** if applying as an individual or sole owner.  
If checked, enter the name and SSN of the individual or sole owner.
- Check **box 2** if applying as an entity owned by one or more individuals who own *more than 25%* of the entity.  
If checked, enter the name and SSN of each individual who owns 25% or more of the entity applying for a grant.
- Check **box 3** if applying as an entity owned by one or more individuals who own *less than 25%* of the entity.
- Check **box 4** if applying as a governmental entity.



➤ Once the application has been printed, the Authorized Official must provide a wet ink signature.

### **Form 8 – Vehicle/Equipment Information**

This category is for the replacement (repower) of an existing diesel engine on an on-road heavy-duty vehicle with a new, rebuilt, or remanufactured diesel engine. The replacement engines may also be a natural gas or propane engine certified to current federal emissions standards.

➤ **Section 1 – Emission Source.** Identify the emission source of the equipment included in this application.

- Check “Non-Road” if you are applying to repower a non-road piece of equipment.
- Check “On-Road” if you are applying to repower an on-road vehicle.

➤ **Section 2 – Vehicle/Equipment Information.** Enter the following information for the vehicle/equipment being repowered:

- **Description:** Enter the type of vehicle/equipment.
- **Identification Number:** Enter the vehicle or equipment identification number.
- **Make:** Enter the name of the vehicle/equipment manufacturer.
- **Model:** Enter the specific vehicle/equipment model name and/or number assigned by the manufacturer.
- **Model Year:** Enter the specification or model year for the vehicle/equipment.
- **Gross Vehicle Weight Rating (GVWR):** For vehicles, enter the GVWR. The GVWR is the total allowable or recommended vehicle weight, including the loaded weight of the vehicle, driver, passengers, and cargo.

## Instructions for Completing the Rebate 20332b Repower Application Form

- If the vehicle is normally operated in combination with a trailer, such as an 18-wheel semi-tractor and trailer rig, enter the Gross Combined Weight Rating (GCWR) of both the vehicle and the trailer.



TIP: The GCWR entered may not exceed the gross combined weight authorized by the vehicle registration.

- **Section 3 – Engine Information.** Enter the following information for both the engine being replaced (repowered) and the new engine:
- **Engine Make:** Enter the name of the engine manufacturer.
  - **Engine Model:** Enter the specific engine model name and/or number assigned by the manufacturer.
  - **Engine Identification Number.** Enter the unique identification number for the engine.
  - **Engine Manufacture Year:** Enter the calendar year that the engine was produced.
  - **Engine Horsepower Rating:** For non-road equipment, enter the power of the engine in brake horsepower (bhp).
  - **Fuel Type:** Enter the type of fuel that is powering the engine.
  - **Engine Family Code:** Enter the 12 character engine family code assigned by the Environmental Protection Agency (EPA) and the California Air Resources Board (CARB) to identify the engine for certification and compliance purposes.



TIP: Having trouble locating the engine family code and/or determining the Federal NO<sub>x</sub> Emissions Factor? Call us! **800-919-TERP**

- **Federal NO<sub>x</sub> Emissions:** Enter the Federal NO<sub>x</sub> Emissions Factor. See Appendix B of the RFGA for a list of emission standards and tier levels by engine manufacture year.
- **Section 3- Historical Use.** Enter the historical usage information for the vehicle/equipment being repowered.
- If you are repowering an on-road vehicle, enter the average annual miles over the preceding two years.
  - If you are repowering a non-road piece of equipment, enter the average annual hours of operation over the preceding two years.
  - Enter the odometer/hour reading of the vehicle/equipment being repowered.
  - Indicate if the odometer/hour meter is working by entering “yes” or “no”.



## Instructions for Completing the Rebate 20332b Repower Application Form

### Form 9 – Cost Data Information

#### ➤ Section 1 – Incremental Cost/Cost to the Applicant Calculation

The Excel version of this form has formulas built in that will perform calculations as you enter the data. Provide all the financial data for the vehicle/equipment to be repowered.

The financial information on this sheet should match the price quote provided in the application.

- **Capital Cost - Engine (A):** Enter the total cost or the invoice of the new engine including taxes, duty, protective in-transit insurance, and freight charges. Refer to the price quote or the invoice of the replacement engine to obtain the capital cost (total cost) of the activity.
- **Additional Equipment (B):** Enter the amount of additional equipment with a per unit acquisition cost of \$5,000 or more and that is necessary for the completion of the repower.
- **Installation (C):** Enter the amount for installation including the cost to remove and dispose of the old engine, if needed. Installation costs may include costs to re-engineer the vehicle for the new engine to fit. Technical design, testing, and other engineering services required as part of the installation work should also be listed under this subcategory.
- **Miscellaneous Supplies (D):** Enter the invoice cost of equipment and materials not included as part of the engine with an acquisition cost of less than \$5,000 that are necessary for the repower. Attach itemized quote/bid.
- **Global Positioning System (E):** Enter the GPS contract amount (optional). The cost to purchase and install a GPS system to track and log the location and use of the vehicle/equipment may be included in the incremental costs. Refer to the TERP website [www.terpgrants](http://www.terpgrants) to obtain the latest price and contact information for the TCEQ approved GPS vendor.
- **Scrappage Value (F):** Enter the scrap value. The default scrap value is \$250 for repower projects.
- **Other Financial Incentives and Tax Credits (G):** Enter the total amount of any other incentives or credits that will apply to the repower of the vehicle/equipment.
- **Incremental Cost/Cost to Applicant (H):** The incremental cost is the cost to purchase and install the replacement engine and associated equipment, minus the scrap value of \$250 (A+B+C+D+E-F). This field will be automatically calculated if you are using the Excel version.

## Instructions for Completing the Rebate 20332b Repower Application Form

### ➤ Section 2 – Grant Amount Calculation

- **Incremental Cost/Cost to Applicant (H):** Enter the Incremental Cost amount that was calculated in Section 1H. This field will be pre-populated if you are using the Excel version.
- **Eligible Costs (I):** The grant recipient may be eligible for reimbursement of up to 80% of the incremental costs. Multiply the Incremental Cost (Section 1H) by 0.8. This field will be automatically calculated if you are using the Excel version.
- **Rebate Grant Amount from Table (J):** Enter the Maximum Rebate Grant Amount from the Table. Tables can be viewed and downloaded from the TERP website [www.terpgrants.org](http://www.terpgrants.org). Use the instructions provided in Appendix A of the RFGA to determine your Maximum Rebate Grant Amount.

### ➤ Section 3 – Requested Rebate Grant Amount.

The grant recipient may be eligible for reimbursement of up to 80% of the eligible incremental costs associated with the purchase of the replacement engine, not to exceed the maximum rebate grant amount established by the TCEQ for that activity. The lesser of the Eligible Costs (I) or the Rebate Grant Amount from the Table (J) will be automatically determined if you are using the Excel version of this form.

### ➤ Section 4 – Other financial Incentives and Tax Credits.

- Enter a description of the financial incentives and/or tax credits to be applied towards the repower of the new vehicle/equipment if you entered other financial incentives and tax credits in Section 1G.
- Continue to Section 5 if you did not enter other financial incentives and tax credits in Section 1G.

### ➤ Section 5 – Has the repower been completed? Check “Yes” or “No”.

### ➤ Section 6 – Procurement Process for Replacement Engine.

Provide an explanation of the procurement process used or (to be used) to select the replacement engine, associated equipment, and repower provider. One bid or quote is required to be attached to the application and must be made out to the applicant and signed by the dealer.

## Form 10: Percentage of Annual Usage

- **Section 1 – Activity Life.** Applicants must agree to monitor the use of the grant-funded vehicles or equipment, and to report annually to the TCEQ for the life of each grant-funded activity. Under this RFGA, an applicant may choose an activity life of five or seven years.
  - Choose an activity life of five or seven years.
- **Section 2 – Percentage of Annual Usage in the Eligible Areas.** The applicant must commit to use the new vehicle/equipment at least 75% of its total annual mileage or hours of operation in the eligible counties.

## Instructions for Completing the Rebate 20332b Repower Application Form

- Designate the percentage of total annual miles or hours of operation that will take place in one or more of the eligible areas.
- **Section 3 – Usage Description.** Enter a description of how the equipment is used in the routine daily operations of the applicant.
  - For on-road vehicles, enter a description of the vehicle's typical route(s), including daily, weekly or monthly trips; cities traveled between, and/or highways traveled.
  - For non-road equipment, enter the job site or location where the equipment is currently operating.

### **Form 11 – Disposition of the Engine Being Repowered**

- **Section 1 – Are you proposing an alternative method of destruction other than the listed method in the RFGA?** In general, unless an alternative destruction method is approved by the TCEQ, the old vehicle/equipment and engine must be rendered permanently inoperable within 90 days of receiving financial reimbursement by completely crushing the vehicle/equipment and engine or putting a 3" hole or larger in the engine block on both sides (or otherwise destroying it) and cutting both frame rails in half (or perform other structural damage to the equipment) rendering it inoperable.
  - Check "Yes" if you are proposing an alternative destruction method, and continue to Section 2.
  - Check "No" if you are not proposing an alternative destruction method, and continue to Form 13.
- **Section 2 – Enter a description of the alternative method of destruction.**

### **Form 12 – Vehicle or Equipment Certification.**



This form must be completed and signed by a mechanic qualified to assess the condition of the old vehicle/equipment. The mechanic assessing the vehicle/equipment may not be an employee of the applicant.

### **Checklist**

Review this form to ensure that all appropriate forms are signed and all additional documents are included in the application packet.